

14 May 2003

OFFICIAL REPRESENTATION FUNDS (ORF)

ORF GUIDANCE MEMORANDUM NO. 4

Subj: USE OF THE GOVERNMENT COMMERCIAL PURCHASE CARD IN
CONJUNCTION WITH THE OFFICIAL REPRESENTATION FUNDS (ORF)
PROGRAM

The Government Commercial Purchase Card (GCPC) for ORF is used to purchase mementos or services in the same manner as the "general purpose" GCPC. However, the ORF card is labeled with the words, "For ORF use only".

The Agency Program Coordinator (APC) is responsible for establishing an account for each potential cardholder of ORF. The lines of accounting are unique to the ORF Program, specifically, when using the subhead, 12TX:

- 1) mementos (object class 260)
ex: AA 1731804 12TX 260 (UIC) (AAA) 2D (PAA) (UIC) 3 2607T
- 2) events (object class 250)
ex: AA 1731804 12TX 250 (UIC) (AAA) 2D (PAA) (UIC) 3 2597Q

The APC is required to designate one line of accounting (LOA) as a default LOA. When a charge is made, the purchase amount is automatically charged to the default LOA. Based on the majority of ORF expenditures by the office, the default will either be the mementos LOA or events LOA. The cardholder is responsible for reviewing/certifying their purchases on CitiDirect (CitiBank's website). Therefore, they have the ability to reallocate the purchase to the appropriate LOA if the default LOA is inappropriate.

ORF Cardholders are guided by:

- 1) SECNAVINST 7042.7J (Guidelines For Use of Official Representation Funds)
- 2) EBUSOPSOFFINST 4200.1 (DON Policies and Procedures for the Operation and Management of the Government Commercial Purchase Card Program)

In October 2001, SECNAV and CNO Headquarters were granted an exception to 2 blocked Merchant Category Codes (MCC): 5813 and 5921. Establishments serving or selling alcohol (bars, taverns, nightclubs and Package Stores) are restricted from purchases by all cardholders. However, since ORF provides for hosting official events, whether entertaining in private quarters or in restaurants, the occasional purchase of alcohol was necessary to request and receive an exception to the MCCs. Exceptions are provided on a "case-by-case" basis. If field activities desire a waiver to the above MCCs, you must submit a request to the E-BUSINESS Offices, NAVSUPSYSCOM, Philadelphia, PA (purchase_card@navsup.navy.mil).

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